

The University of Texas at San Antonio

Job Description

Job Title: Senior Accountant
Code: 19163
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Accounting Office
Reports To: In accordance with specific departmental policies

Summary

- Function: To coordinate development of consolidated financial reports and analysis for the university and coach, mentor and develop accounting staff.
- Scope: Responsible for the application of advanced accounting knowledge, supervisory skills and abilities in the preparation of a variety of complex regular and special financial reports and statements.

Duties

- Typical:
 1. Oversees preparation, examination, audit, and analysis of monthly, quarterly and annual financial statements and other financial reports for the University. Assesses and ensures accuracy, completeness, and conformance to reporting and procedural standards.
 2. Reviews work of accounting staff and provides guidance and training in application of generally accepted accounting principles and system accounting requirements.
 3. Acts as financial reporting liaison with university system and state comptroller personnel.
 4. Reconciles, researches, analyzes and reports reasons for variances in accounts and appropriations.
 5. Determines need to open and close major projects in accounting system.
 6. Analyses business operations and identifies improvements for departmental processes and users.
 7. Performs additional duties as assigned.
- Periodic:
 1. Evaluates and recommends appropriate coding requirements for departments making journal entries. Assist departments with understanding the accounting system.
 2. Participates in interviewing process for accounting staff.
 3. Supervises student loan accounting process and reconciliations.

Education

Required	Preferred
Bachelor's degree in Accounting from an accredited institution (experience cannot substitute for education).	Master's Degree in Accounting from an accredited institution.

Other Requirements

Required	Preferred
Excellent interpersonal, oral and written communication skills.	Certified Public Accountant (CPA).
A commitment to excellence and attention to detail.	
Excellent analytical skills.	
Knowledge of accounting principles and practices, financial management and internal controls.	
Knowledge of state and federal policies and procedures.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience in a university, public or governmental setting with knowledge of fund accounting procedures including a minimum of one year of supervisory experience.	Seven or more years of higher education accounting experience ting with four years within the University of Texas System.
	Two or more years of supervisory experience

Equipment

Required	Preferred
Personal computers and calculator. Microsoft Excel and Word, financial accounting systems and software.	N/A

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision by an appointed administrative officer.	Supervision over other accounting or clerical personnel.

Accuracy

Proficiency in all phases of the duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.